
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

January 30, 2015

ADMINISTRATIVE ASSISTANT—(Oldham County—Roederer Correctional Complex)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Muhlenberg County —Green River Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SECRETARY—(Oldham County —Luther Luckett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MIN REQ:** High school graduate. Must have 4 years of office support experience. Additional education will sub for the required experience on a year-for-year basis. Office support experience will sub for the required education on a year-for-year basis.

ADMINISTRATIVE SPECIALIST II—(Oldham County—Luther Luckett Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have one year of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CLASSIFICATION & TREATMENT OFFICER I—(Oldham County —Roederer Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

CORRECTIONAL INDUSTRIES PRODUCTION COORDINATOR—(Oldham County— KY State Reformatory)—Grade 12—(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** High School graduate. Must have 2 years of specific trade(s) experience in welding, metalworking, woodworking, sewing machine operating, sign making, graphic arts, offset, photolithographic or screen process printing, wood furniture making, paneling, clothing manufacturing, furniture upholstery, furniture refinishing, mattress manufacturing, soap manufacturing, metal fabricating, embroidery, 2-way radio repair, or data entry work, plus one year experience in the supervision of employees in any field. Additional education in one of the above fields will substitute for 1 year of the specific trades experience on a year-for-year basis.

CORRECTIONAL LIEUTENANT- TWO Positions-(Muhlenberg County —Green River Correctional Complex) Grade 11—(\$2354.04 - \$3118.28) **MIN REQUIREMENTS:** High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

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CORRECTIONAL LIEUTENANT- (Shelby County –KY Correctional Institution for Women) Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— TWO Positions- (Boyle County –Northpoint Training Center) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT— (Muhlenberg County –Green River Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—(Oldham County –Roederer Correctional Complex) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—FOUR Positions-(Shelby County – KY Correctional Institution for Women) Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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CORRECTIONS EDUCATION SPECIALIST I-(Oldham County- Luther Luckett Correctional Complex) Grade 12-(\$2427.44 - \$3215.72) **MIN. REQUIREMENTS:** Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will sub for the bachelor's degree.

CORRECTIONS RECREATION LEADER—(Oldham County—KY State Reformatory)— Grade 11—(\$2206.92 - \$2923.38) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Experience in planned recreation, physical education or related activities will substitute for the required education on a year-for-year basis

DEPUTY WARDEN—(Oldham County —Roederer Correctional Complex)—Grade 17—(\$3908.94 - \$5178.72) **MIN REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have 4 years of administrative experience in corrections or law enforcement and 2 years of experience in the supervision of employees. A master's degree will substitute for 1 year of the correctional admin or related experience. Additional admin experience in corrections, law enforcement or a related field will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED COORDINATOR-(Oldham County- KY State Reformatory) Grade 11- \$2206.92 - \$2923.38 **MINIMUM REQUIREMENTS:** : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

ELECTRICIAN LICENSED SUPERVISOR—(Oldham County- KY State Reformatory)— Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Must have five years of experience as an electrician. Related vocational or technical school training will substitute for the experience on a year-for-year basis.

INFORMATION SYSTEMS SUPERVISOR – (Franklin County – Central Office/IT) – Grade 16 – (\$3553.88 - \$4707.96) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have four years of professional experience in computer programming and/or systems analysis. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science will substitute for one year of the required experience. Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year-for-year basis.

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INTERNAL POLICY ANALYST III— (Central Office/Research & Grants-Located at CRTC)—Grade 15—(\$3230.84-4280.10) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have four years of professional experience in management, administration, statistical analysis, accounting, auditing, planning or a related field. A master's degree in public or business administration, statistics, planning, accounting, economics or a related field will substitute for one year of the required experience. Professional experience in management, administration, statistical analysis, accounting, auditing or a related field will substitute for the required education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— TWO Positions- (Lyon County – KY State Penitentiary) Grade 10—(\$2006.08-\$2657.70) MIN.

REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III— (Oldham County – KY State Reformatory) Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis

OFFENDER INFORMATION SPECIALIST I— (Oldham County —Roederer Correctional Complex) Grade 11—(\$2206.92 - \$2923.38) MIN. REQUIREMENTS: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

OFFICE SUPPORT ASSISTANT II- (Fayette County —Blackburn Correctional Complex) Grade 8—(\$1658.16 - \$2196.52) MINIMUM REQUIREMENTS: High school graduate. Must have two years of office support experience. Additional education will substitute for the required experience on a year-for-year basis.

PLUMBER LICENSED—(Oldham County—Kentucky State Reformatory)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: Must be licensed as a journeyman plumber by the Department of Housing, Buildings and Construction.

PLUMBER LICENSED SUPERVISOR—(Boyle County—Northpoint Training Center) Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Must be licensed as a master plumber by the Department of Housing, Buildings and Construction.

PROBATION AND PAROLE INVESTIGATOR-(Carroll County—Probation and Parole) GRADE: 12 - \$2427.44 - \$3215.72 MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be twenty-one years of age.

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PSYCHOLOGIST LICENSED I— (Oldham County—KY State Reformatory)—Grade 16— (\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

SOCIAL SERVICE CLINICIAN I—(Jefferson County —Division of Substance Abuse) Grade 14—(\$2937.20 - \$3890.90) MINIMUM REQUIREMENTS: A master's degree in social work, sociology, psychology or a related field. Must have one year of professional social work experience. A bachelor's degree supplemented by 2 years of professional social work experience will substitute for the required master's degree.

Recurring Positions:

**CORRECTIONAL OFFICER- (Bell, Boyle, Elliot, Fayette, Lyon, Morgan, Muhlenberg, Oldham, & Shelby counties) —Grade 9—(\$1,823.90 - \$2,416.22)
MIN. REQUIREMENTS:** High School or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://Careers.KY.GOV> For questions regarding Applications, Counseling, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.